This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

Usage guidelines

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

+ *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.

+ *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.

+ *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.

+ *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

About Google Book Search

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at `http://books.google.com/`

WIDENER
HN YX9D 0

B
4359
19

B 4359.19

Harvard College Library

FROM

Received through the Business School.

"McEwan's Easy Shorthand is the simplest, the briefest, and the most legible ever devised."

McEWAN'S EASY SHORTHAND

The WONDER MANUAL

By
OLIVER McEWAN

Reviser of Pitman's Shorthand Dictionary; Reviser of Pitman's Instructor; Author of "Verbatim Reporting" and 110 other works on Shorthand, English, Secretarial Training and Journalism.

Price $1.00.

Published by the
McEwan Shorthand Corporation
Chicago

B 4359.19

HARVARD COLLEGE
FEB 18 1921
LIBRARY

Received through
Exchange

Copyright 1919
By the
McEwan Shorthand Corporation

OLIVER McEWAN

OLIVER McEWAN

Author of McEwan's Easy Shorthand; author of "Verbatim Reporting" and over one hundred other works on shorthand, secretarial training and English. Reviser of Pitman's Shorthand Dictionary; reviser of Pitman's Jubilee Instructor.

Selected opinions from the world's press—

"The greatest living authority on shorthand."—*Lloyd's Weekly News* (Britain).

"The shorthand king."—*Ottawa Free Press* (Canada).

"One of the five men who have made shorthand what it is."—*Shorthand World* (New York).

"The king of shorthand writers."—*N. Y. Staats-Zeitung.*

"The last of the five great men who made shorthand what it is today."—*Philadelphia Item.*

PREFACE.*

By the right honorable, the Earl of Albemarle, a writer of the old Isaac Pitman system.

The study of McEwan's Shorthand is very fascinating. One reason for this is that it removes two objections that have been made to the "Winged art." First, the difficulty of its study, if one of the older systems is taken up; and, second, its unprepossessing appearance, if one of the new "light-line" or "one-slope" abominations should be chosen.

McEwan's shorthand combines in itself all the more excellent features of both methods—the geometric and the one-slope, light-line systems: the beauty of the first, with all the simplicity that is claimed for the second. The beauty of the outlines in the McEwan system charms the eye of the most fastidious, while its surprisingly simple construction, its scientific and logical principles, its marvelous brevity that makes such a speed as three hundred words a minute possible, all appeal to the student, making the study a never-ending delight.

---

*A part of the material contained in this book was prepared for publication in the year 1892. For various reasons, one of which was my constant effort to improve and simplify my system of shorthand, its publication was deferred. The Earl of Albemarle was so much interested in my project that he asked to be permitted to write the preface. One of my great griefs is that he did not live to see the system launched in America in accordance with my original design.

A Key to the Exercises
contained in this Manual is published
separately and supplied free to all who
purchase the Manual.

INTRODUCTION.

GEOMETRIC versus ONE-SLOPE SHORTHAND.

Never in the history of the stenographic art has there been such an outcry against the inefficiency of the average stenographer as there is today. The reason for this is the widespread use of one-slope, light-line, non-position shorthand.

Naturally the great desire of a student is for an easy system, and many unscrupulous persons have taken advantage of it. Men who never possessed any shorthand skill worth mentioning, some lacking even knowledge of the elementary principles, have set up as shorthand authors. Or, as a shorter road to fame, they have "adapted" or adopted the systems of others, with scarcely a change save in name.

Ninety per cent of shorthand writers are incompetent. Even that astonishing percentage would be higher but for those wise teachers who know the value of geometric and shaded shorthand too well to be misled into the use of light-line and one-slope systems.

To a certain extent I am responsible for the early adoption of that stenographic leper, one-slope, light-line, non-position shorthand. In the "eighties" in my school in London I introduced a then new style of shorthand that *seemed* to be very easy to learn. I adopted it on condition that certain improvements were made. As the result of the immediate enormous sale induced by my recommendation the printing presses were kept working night and day; they could not be stopped long enough for my improvements to be inserted, and, except in my own school, they were never actually put into practice.

At first I was delighted with my choice. The new system seed so easy to master. But very soon the troubles of the students began. They could not read their notes, and 19 out of a class of 41 complained of pain in their hands and arms. I at once suspected the

cause and consulted several physicians who gave the unanimous decision that the trouble was writers' cramp, which is caused by the overuse of certain muscles.

What had caused this overuse? Could it be that light-line and one-slope characters were at fault? I asked these physicians if such could be the case. Their unanimous decision was in the affirmative. There was no counter-play of muscles as the geometric and shaded strokes call forth by which all the muscles of the hand are brought into action and writers' cramp is rendered impossible.

I then abandoned the one-slope and returned to Pitmanic shorthand.

I searched further and was unable to find a single case of writers' cramp induced by the use of shaded characters. That the light-line and one-slope shorthand is still causing this trouble is shown by the fact that recently several persons writing this style of shorthand have come to me and enquired the reason why, when they try to get up speed, they are unable to do so because of fatigue of the hand.

It is a curious fact that the causes of writers' cramp and of shorthand inefficiency are the same. Writers' cramp and illegibility result from——

1. Writing only in one position; that is, on the line.
2. Writing on one-slope.
3. Writing one thickness of stroke.

As a matter of possible interest I will illustrate one of the improvements suggested by me to the proprietors of Script Phonography, as the system I adopted was called.

In that system the consonants R and L were indicated in such words as DOOR and DOLL by writing the consonant preceding the sound of R and L over the line, thus:

doe, door or doll.

I made two alternative suggestions, one of which was that as R occurred more frequently than L it might be indicated by writing the vowel on the wrong side of the consonant; thus:

doe, door

My recent criticism of light-line shorthand led to a significant change in the text-book of the system that now claims to be "national." Previously the boast of the publishers, and their chief claim to public patronage, was its being a LIGHT-LINE system. In the latest edition of the text-book, in place of the words LIGHT-LINE in an early chapter, there now appear the words NO COMPULSORY SHADING—MAY BE WRITTEN EITHER LIGHT OR HEAVY. But, with a curious oversight, the title page still states that the system is a LIGHT-LINE method of shorthand.

One of the reasons for the vastly superior speed of Pitmanic shorthand over all other systems is the use of light and heavy strokes. Shading imparts a flexibility, a spring of movement that is the first condition of high speed in writing. Shading, with position and geometric strokes, lends a distinction to shorthand characters, making them far easier to read than the one-slope, one-thickness, light-line outlines.

The statement made by the publishers of light-line shorthand that shading in Pitmanic systems is a cause of difficulty, is absolutely untrue. Shading is not only easy, it is natural. The light strokes correspond with the light sounds, the heavy strokes with the heavy sounds, and *the hand naturally responds to the difference in sound that falls upon the ear.*

McEwan's Easy Shorthand is shaded, geometric and positional; it possesses the fourth element of legibility-joined vowels. It is, therefore, absolutely legible. It is so fascinating and so easily acquired that children of 8 and 9 have mastered it and used it as an aid in note-taking in higher grades.

OLIVER McEWAN.

ADVICE TO THE STUDENT.

How to Study This Manual.

The chief essential difference between this manual and nearly all others that have ever been published on the subject of shorthand, is that theory and practice here start simultaneously; whereas in the manuals usually issued, practise begins only after months of wearisome theoretical study, which only a small percentage of students ever survive, the majority abandoning the study long before the principles have been learnt. In this manual the briefest correspondence style begins with the first lesson, and nothing presented in that lesson will ever have to be unlearnt for ordinary purposes.

Experience has proved that the contents of this manual may be grasped in a week by persons who can devote their whole time to study; the lessons, however, are arranged to suit the limited leisure of those who are employed during the day, and who, therefore, have but their evenings for study. To thoroughly master a lesson requires but two hours' application. The book may thus be mastered within a month by the moderate use of leisure time. Then practise to get up speed alone is needed, with or without the assistance of the special "helps" that I have prepared.

Do not attempt to write with any great facility at first. Rather wield the pen with painstaking deliberation so that the characters may be formed with mathematical accuracy. Neatness is the first indispensable condition of great success in the study of shorthand, and one which students too often ignore. Use a pen rather than a pencil. The use of the pencil in the study and practice stages is apt to bring into being a slovenly

style of writing that is fatal to success. A fine, flexible pen is best for the purpose. Use only the best paper. Do not be induced to purchase the abominations in stenographer's notebooks that represent *quantity* at the expense of *quality*. A hard, smooth paper, the fibre of which will not catch the pen, is best.

Practice daily. Do not study by fits and starts. Never miss a day if you can help it. Unremitting attention makes the study seem very easy, and conscious, rapid progress is made.

AN ENCOURAGING FACT

The "grand old man of shorthand," Sir Isaac Pitman, once said to me: "Is it not strange that all the men who stand in the front rank of shorthand writers today, except yourself, hardly ever had a teacher; they simply taught themselves."*

It was true, and it is just as true today. It is for this reason that I am so confident of such happy results from the effort I am now making to help the government and business men to find competent stenographers.

OLIVER McEWAN.

*In the early stages I had as teachers Mr. David Nevison and Mr. J. W. Love. The first, the best teacher I have ever known; the second, an enthusiast who inspired his pupils with his own wonderful love and reverence for Phonography.

THE CONSONANTS

As a first step to learning the following characters, they should be copied slowly fifty times. Do this before beginning Lesson 1.

P
B
T
D
} Sounded as in the ordinary spelling.

Ch Represents the sound heard in CHurCH.

J Represents the sound of J and DG in JuDGe, and G in Gem.

K The hard sound of K, C and CH, in Key, Came, CHaraCter.

G The hard sound as in GaG.

F
V
} As in the ordinary spelling.

Th As heard in THigh, paTH.

Th As heard in THy, baTHe.

S As S and C in Sell, Cell.

Z As Z and S in Zeal, baS.

Sh As SH and CH in SHall, CHandelier.

Zh As S is sounded in treaSure.

M
N } As in the ordinary spelling.

Ng As NG in siNG, not as in eNGage.

L*
R*
W
Y } As in the ordinary spelling.
H

*L and R are written upwards.

THE PHONETIC PRINCIPLE.

McEwan's Easy Shorthand is wholly phonetic so far as the consonants are concerned, each being provided with its own sign, and no sign being allowed to represent more than one consonant.

From the study of other systems I have learnt that too great accuracy in the expression of vowels is a source of weakness and not infrequently defeats the very object in view—legibility. I have, therefore, steered a middle course as between the total omission of vowels and their full representation, making the system semi-phonetic so far as the vowels are concerned. And experience has proved that this middle course is the best.

I use four vowel characters: A, a small circle; O, a large circle; E, a small hook; OO, a large hook; and assign to each its legitimate sound and two modifications.

The vowel A represents the three sounds heard in the words AID, ADD and PA. I find that it greatly simplifies the matter from the student's point of view to treat the sounds heard in PA and ADD as one sound

The vowel O represents the sound heard in NO and its modifications heard in RAW, ROT. I treat the sounds heard in RAW and ROT as one.

The vowel E represents the long sound in SEE and its two modifications heard in SET, SIT.

The vowel OO represents the sound heard in SHOE and its modifications heard in TOOK, TUCK. I treat the two sounds heard in FOOL and FULL as one.

Notwithstanding these irregularities—perhaps because of them—McEwan's Easy Shorthand has acquired a reputation for legibility far above the average, equal indeed to that enjoyed by Pitmanic shorthand in the hands of the experienced expert.

The first rule is: Write by sound. Omit all silent letters; omit L in *palm* (pam), E in *game* (gam), Y in *pay* (pa); C in either K or S, as in *came* (kam), *ace* (as); and so on.

THE ORIGIN OF McEWAN'S SHORTHAND

The system has a double foundation:

1. The consonants of Isaac Pitman, except W and Y.
2. The joined vowels of the French author, Duploye.

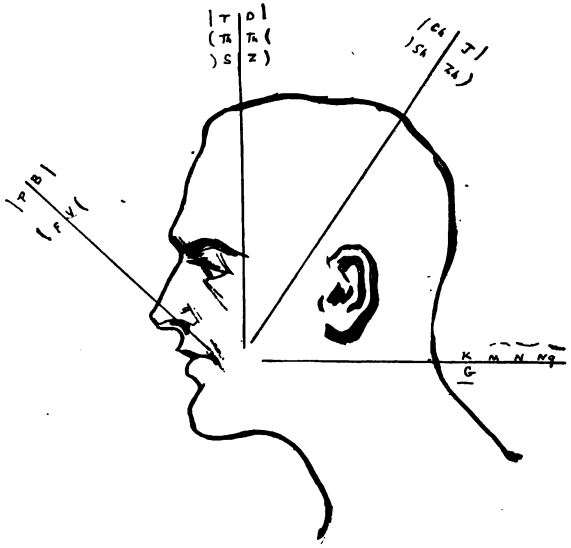
In buliding up the system on this foundation I have kept as near as possible to Pitmanic shorthand, introducing, with certain modifications, the halving and doubling principles, some of the prefixes and suffixes, and not a few wordsigns.

The most important rule in the system—the omission of the short vowels E and I medially—is my own creation, as are also all the rules for the brief expression of S. The principles of contraction in phrasing are my own.

O. McE.

THE SCIENTIFIC BASIS OF ISAAC PITMAN'S CONSONANTS

As will be seen from the following illustration, Isaac Pitman arranged his consonants and represented them by characters that would suggest the vocal organs by which the sounds they express are produced.

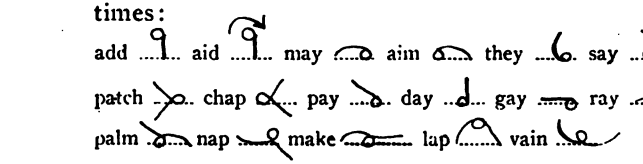


LESSON I—THE VOWEL "A"

First copy the consonants on pages 12 and 13 fifty times.

RULE. Write by sound.

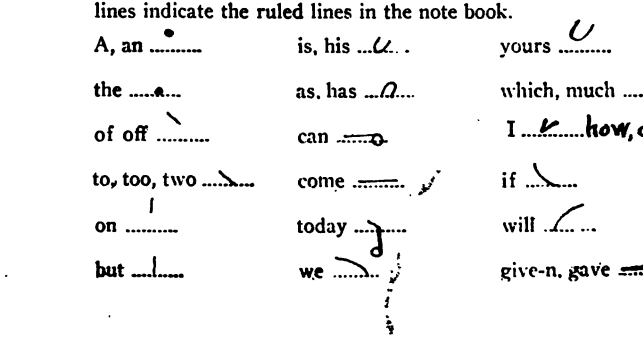
The vowel A is expressed by means of a small circle attached to the consonant. It has the two sounds of A heard in ADD and AID. The circle is always attached to straight consonants with a motion of the hand like that of the hands of a clock. Note the arrow below. It is written inside of curves always. It is written outside of an angle formed by joining together two consonants of a different inclination. Copy the following model outlines ten times:



WORDSIGNS

To Be Committed to Memory

Write each character fifty times very slowly. The dotted lines indicate the ruled lines in the note book.



and	take	it
(written up)	with	dear
should	us	thank
(written up)	have	for
all	you	me, my
who, whom, whose	your	also

PHRASING

Words that frequently come together should be joined together if possible, as, we may can you with us thank you which came can this be we should be

THE may be expressed by a slanting *TICK*, as, by the for the which the

A, AN may be expressed by an upright or horizontal tick, as, at a for a

Punctuation marks are the same as in ordinary print, except the full stop and the dash

CORRESPONDENCE EXERCISES

To Be Written in Shorthand

Dear Jack:

*Can-you come to-the bay today? We-may take May and Ada with-us. Yours,

Dear-May:

Thank-you for-the cake which-came today, and also for-the wrap. Yours,

First read carefully your notes and then compare with key.

*Phrases are suggested by hyphens.

Compare with Key.

LESSON 2—THE VOWEL "O"

The vowel O, heard in Low, Law, is expressed by a large circle. Initially it is attached to straight consonants with a motion from left to right, in the same direction that the hands of a clock move. It is written outside of angles. It is written inside of curves whether or not they are connected to other consonants. Copy the following model outlines fifty times:

go dock job loan going

show no owes cocoa poach

PREFIXES AND SUFFIXES. COM-, CON-, COG-, are expressed by means of a heavy DOT. More frequently they are indicated by writing the outline close to the preceding word. When the prefix occurs in the middle of a word, then the preceding and following parts of the word are written separately, but close together, as,

convey may convey

WORDSIGNS AND CONTRACTIONS

Every consonant in the alphabet is used to represent some frequently occurring word.

up, upon have ask-ed

be, by think will

it them, with are

do, done, down us we

which, much	was	beyond
general-ly	she, wish	he, him
come, came	me, my	shall
give-n, gave	in	look
if happy	thing	tomorrow

PHRASES

asked me , in (a) day (or) two for you

if this should be I shall go it is

we hope * can pay will be

*H is omitted medially

CORRESPONDENCE EXERCISES

Dear Cora:

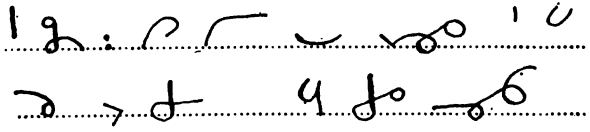
Dora will-be back tomorrow. Can-you come in? We-shall-be happy to-have-you with-us. Will-you accompany us to-the show? Yours-truly, Madge.

Dear Bob:

I-shall-go to-the show and will look out for-you. Toto will go with-me. Yours-truly, Cato.

Dear Joe:

I hope you-can-go to-the Dock with-us tomorrow. Can-you look in? Job asked-me to ask-you for-a loan of-the barrow and-the rake for-the day. Yours-truly, Roberto.



Compare with Key.

LESSON 3—THE VOWEL "E"

The vowel E, heard in the words EEL, ELL, ILL, is expressed by means of a small hook. It is attached to straight consonants with a motion of the hand like that of the hands of a clock. When used medially, it may be written either to the preceding or the following consonant as may be convenient. But when it precedes M or N, it is always attached to the preceding consonant and never to N or M. It is written inside of curves. Write the following model outlines fifty times:

pea tea eve Inn deep cheap

leave keen beam

PREFIXES AND SUFFIXES. -ING is expressed by a light DOT at the end of contractions and whenever it is inconvenient to write the consonant stroke, which should always be used if possible. -INGS is expressed by a heavy DOT. Study and copy the following model outlines:

giving coming doing

being having thinking

WORDSIGNS AND CONTRACTIONS

write	week	again-st
happy	*welcome	Mr.
away	long	Miss
any	had	tomorrow

*Written through the line.

PHRASES

we should be ..... if you can also ..... will take .....

to have you ..... are you ..... *on the .....

do come ..... we can take you ..... *but the .....

**On-the* and *but-the*. The tick for ON and BUT is here sloped to obtain a more easily written form.

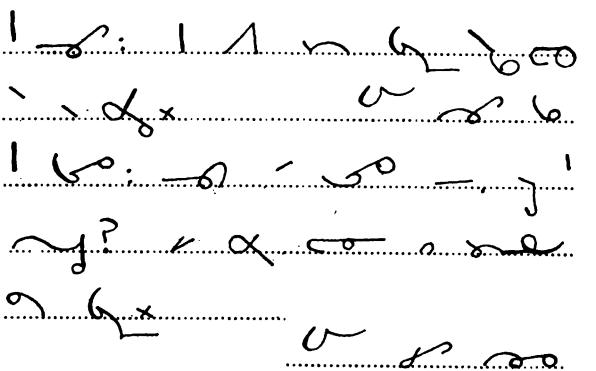
CORRESPONDENCE

Dear Ella:

Mary and Pattie are both coming to-tea tomorrow and we-should-be so happy to-have-you, too. Do-come, and-if-you-can-also do-so, remain for-a game or two. You-can leave by eight. Yours-affectionately, Katie.

Dear Eddie:

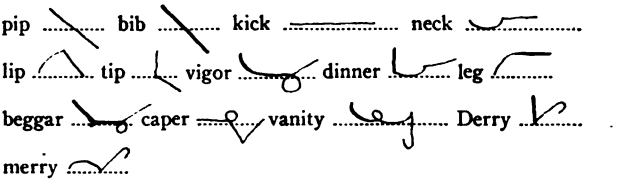
Are-you going with-us on-the launch tomorrow to see Mr. and Miss Barry? If so we-can-take-you to-the dock in-the automobile. Phone Main 24, Yours-truly, Mary.



Compare with Key.

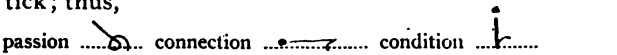
LESSON 4—OMISSION OF SHORT "E" AND SHORT "I" MEDIALLY

The most frequently occurring vowels in the language are short E and short I, and a most ingenious means has been devised for their expression medially where the use of the E hook would be somewhat inconvenient. They are simply OMITTED. Yet they are more clearly expressed than if the E hook were employed. If the E hook were employed, then it would represent three sounds, whereas by the means adopted the E hook medially represents the long sound only, and the absence of a vowel sign gives the reader the choice of only two sounds—short E or short I; and there never is any difficulty experienced in telling which of these two sounds is required. Copy the following model outlines fifty times:

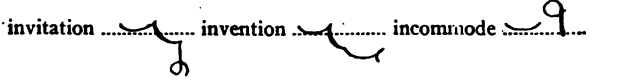


Prefixes and suffixes.

-tion is expressed by means of a short curved tick; thus,



-in is expressed by N; thus,



WORDSIGNS AND CONTRACTIONS

save book accept-ed

time been Monday

sure

PHRASES

as you wish to take me Yours very truly

with me to save time Yours sincerely

long time all right Dear Mr.

CORRESPONDENCE EXERCISES

Dear Mr. Rich:

Can-you-come to dinner on-Monday? Mr. and Miss Dick have accepted-an invitation and will-be happy to see you.

Yours sincerely, Bonnie Figaro.

Dear Harry:

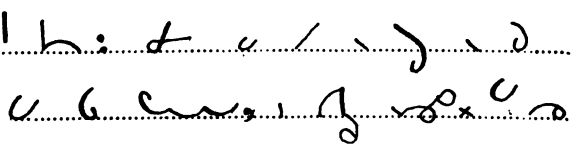
I-shall-be at-the shop at eight as-you-wish and will fetch-the big book on invention with-me. Will-you have-the dinghy at-the dock ready to-take-me to-the ship. This to-save-time.

Yours-truly, Minnie.

Dear Tom:

We-shall-have our picnic all-right on-Monday evening. so be sure to-come. We-shall all have dinner at-the cafe at eight.

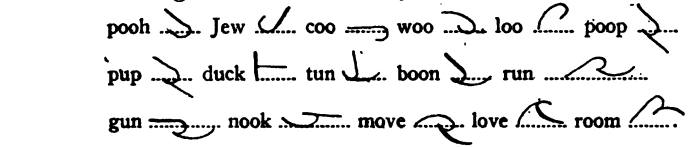
Yours-very-truly, Willie.



Compare with Key.

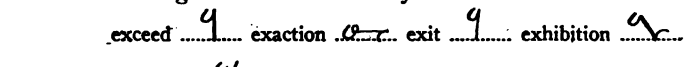
LESSON 5—THE VOWELS "OO" AND "U"

The vowels OO and short U, heard in COOP, CUP, are expressed by means of a large hook. The hook is written on the left-hand side of P and the corresponding side of other straight letters, that is to say, with a motion of the hand like that of the hands of a clock. Medially, it may be written to either the preceding or the following consonant, except when preceding N and M, when it is always written to the preceding consonant. Copy the following model outlines fifty times:

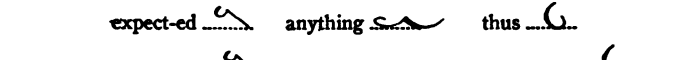


Prefixes and suffixes.

-Ex is expressed by the arbitrary character attached to the first consonant of the outline. It is disjoined only in compound words. Write the following model outlines fifty times:



WORDSIGNS AND CONTRACTIONS



PHRASES

this week ..... I think ..... you wish .....

*I am going .....

*"I" is thus contracted before M only.

Write FIGURES in the ordinary way. "Hundreds" may be indicated by writing "n" under a figure, "thousands" by "th" and "millions" by "m," thus: 100, ... 2,000, ...

5,000,000, ... 100,000, ...

CORRESPONDENCE EXERCISES

Dear-Mr. Currie:

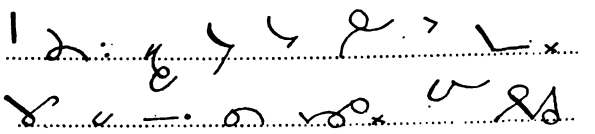
The big cook will cook-the duck in-the-way you-wish. It-should-be ready for-you by ten. Will-you look in or shall I-give it to Lou to-carry to-you? Are-you expecting Mr. Curry this-week? Yours-sincerely, Tom Rook.

Dear Jerry:

Thank-you for-the pup. He-is a fine fellow and I-shall love him much. I hope the gun will reach-you in-time to be of use at-the picnic. Yours-sincerely, Henry Winborne.

Dear Mr. Rooney:

I-am coming down to-the loop tomorrow at two and will look you up. I-think Mr. Bunny is coming to Chicago in June and will-be looking for-a job. Can-you do anything for him? I-can-do nothing. Yours-truly, Aleck Mooney.



Compare with Key.

LESSON 6—THE DIPHTHONG "I"

The diphthong I is expressed by a sloping angular sign; thus,

pie buy die guy shy sigh

pipe Wright

It will be observed that the sign is attached to the consonant when it begins or ends an outline, but that it is disjointed medially.

Prefixes and suffixes.

Contra- and counter- are expressed by a light DOT; as in

counteraction contrive contravene

In-, En-, Un- are expressed by N, as in

income unmake enmity

WORDSIGNS AND CONTRACTIONS

home	enough	I, eye
your	never	*tape
name	cover	tap

*Should it ever be necessary to indicate a long vowel, this may be done by placing a dot close to the vowel, as in *tape* above.

PHRASES

with them	for this	for a day or two
will take the	for which	I have the

The first word in a phrase occupies its own position, and the rest of the words simply follow.

CORRESPONDENCE EXERCISES

Dear Bob:

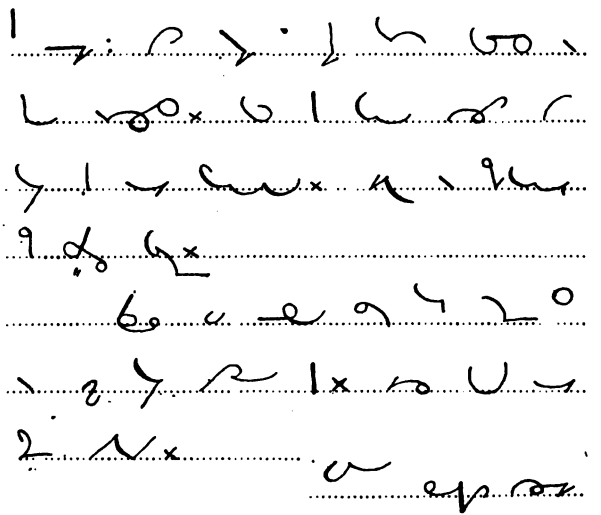
Ivy and Ida wish-us to-go shopping with-them on-Monday and-they may go to your home in-the automobile to fetch-you. Will-you-be ready for-them? Yours-sincerely, Tommy.

Dear Tom:

I-shall-have to-have my eyes attended to again. Can-you-give me the name of-a man who you-know will-do-the right thing by-me? Your recommendation will-be enough. I-shall contrive to see you this-week. Yours-truly, Fanny.

Dear-Miss Devine:

Thank-you for-the pie. I shall-give some of-it to-my chum. He-is-the shy fellow you saw, but though shy, he-is a fine ally in-any game. Yours-sincerely, Eddie.



Compare with Key

LESSON 7—THE DIPHTHONG "OI"

The diphthong OI is expressed by a sign the reverse of that for I: . It is attached at the beginning and end of outlines, but is always disjointed medially; thus,

boy toy *Roy buoyancy annoy

annoying loin

*A proper noun may be indicated by writing two short ticks under an outline.

Prefixes and suffixes.

Re- is expressed by R, as in

repay redeem regain

-able, -ble, -bly are expressed by AB, B and BE, as in

unable payable nobly

WORDSIGNS AND CONTRACTIONS

noon same differ-ent-ce

public one her

I here Sam

PHRASES

in the mine is to be had

if they have a I shall hope

CORRESPONDENCE EXERCISES

Dear Roy:

Ask-the boy to fetch-me a loin chop at noon.

Yours, Guy Boyne.

Dear-Mr. Toyne:

The toy-maker will-be unable to use-the alloy which-you gave him. Can I-give him anything different?

Yours-truly, Jerry.

Dear Sam:

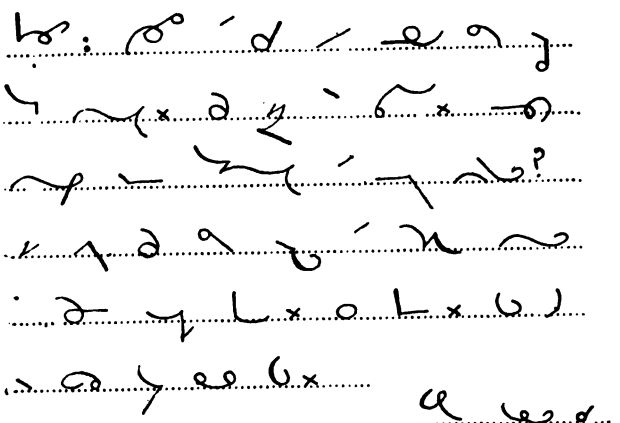
It-is annoying, I-know, but I-shall-have to-ask-you to join me at-the bindery to-make sure the binder is making-the right binding for-the book. I-shall look to see you at one.

Yours-sincerely, Larry.

Dear Jack:

If-you-have-the time I-wish-you to-go to-the public library and see if-a book by-the name of-the "Ninety and Nine" is-to-be-had. Also, if-they-have-a book by-the name of "The Buoyancy of Pine."

Yours-truly, Nora.



Compare with Key.

LESSON 8—THE DIPHTHONG "OW"

The diphthong OW is expressed by the upright angular signs, and , preference being given to the first character, the second sign, used in ROW, being only a substitute for the other when that cannot be easily attached. Copy the following outlines fifty times:

bough cow row now

endow bounty Howett

Prefixes and suffixes.

Ins- is expressed by means of a small curved tick; as in,

inside inset institution

WORDSIGNS AND CONTRACTIONS

issue month name

out tomorrow *where

*A shaded W.

PHRASES

she had been she has been how can

no one he may of the month

as the day *they have been *may have been

*we have been there has been can you write a

**Have* coming before *Been*, in phrases, may be safely omitted.

CORRESPONDENCE EXERCISES

Dear-Mr. Dow:

Shall-you be at-the Bowery convention? If so, how-can I-see you? I-shall-have to-leave-the depot at ten. Can-you run down and see me off? . Yours-truly, Jack McKee.

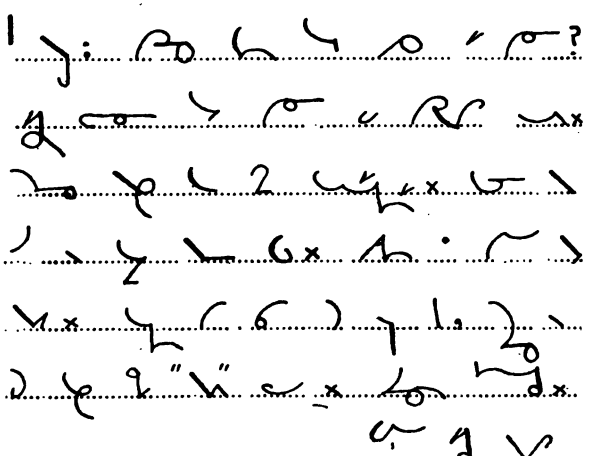
Dear John:

Now is-the time for us all to-do all we-can for-the "Bough." Can-you-write-a poem for us for-the June issue? Or, if-you like, an essay will-do. The June issue will-be out on-the fifth of May. Yours-sincerely, Jennie Kelly.

Dear-Mr. Howett:

There-has-been-a big row at-the Institution. The cow has-been taken away and no-one has any idea where she has-been taken to. If-you hear anything write to-me.

Yours-sincerely, Zenophon Miner.



Compare with Key.

LESSON 9—THE DIPHTHONG "U"

The OO hook is used to express the diphthong U, a DOT being added if necessary to distinguish the sounds. This, however, is only necessary in the word PURE (to distinguish it from POOR) and in some proper names.

knew pew few view dupe tube

renew review youth use(v) use(n)

Prefixes and suffixes.

De- is expressed by D, as in

decay depot delay

To add D to -tion to form the past tense, shade the tick:

mentioned fashioned occasioned

WORDSIGNS AND CONTRACTIONS

manager advancement allow

magazine return such

capable inform *Erringham

advance-d favor

*H may be omitted medially.

PHRASES

to renew to you do you think

fetch the in his you have

have you if you you have been

CORRESPONDENCE EXERCISES

Dear-Mr. Depew:

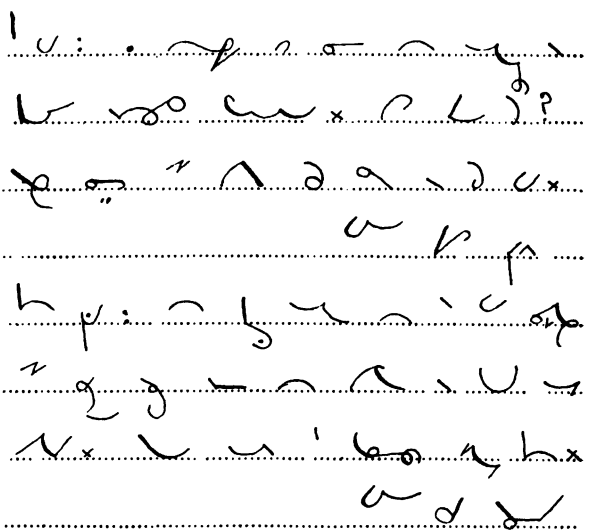
I-wish to renew my contribution to-the library. How much is it and how shall I-do it? Shall I-fetch-the money to-you or give it to-the manager of-the workshop?

Yours-truly, John Erringham.

Dear Hugh:

I like your review in-the "Monthly Magazine" this month. I-know of few capable of-such-an effusion. I hear you-have-been asked to-write-an essay for-the June issue. If-you do-this I-shall buy it you-can-be-sure.

Yours sincerely, Henry Hewitt.



Compare with Key.

LESSON 10—THE TRIPHTHONG "WI"

The triphthong WI is expressed by the angular sign ; as in

wide wife wine wipe white

Prefixes and suffixes.

Non- is expressed by NO, as in

non-efficient non-conduction

Full-y is expressed by F, as in

painful painfully useful

WORDSIGNS AND CONTRACTIONS

require	keep	deliver-ed
half	information	*anybody
suggest-ed	why	anyone
seems	wire	anything
those	any	

*In these compounds the vowel hook is placed at the beginning.

PHRASES

to those who I gave the my dear

we can buy

CORRESPONDENCE EXERCISES

Dear-Mr. Berry:

My wife will require a ton and a half of coke this week, and I-shall-be happy to-have-you deliver it. Should you be out of-it can-you suggest anybody from whom we-can buy it? For-any information you-can-give I-shall thank-you.

Yours truly, Barry White.

Dear Jack:

The tape is too wide. Have-you anything narrower? If so, wire and I-shall look in on-my way home tomorrow.

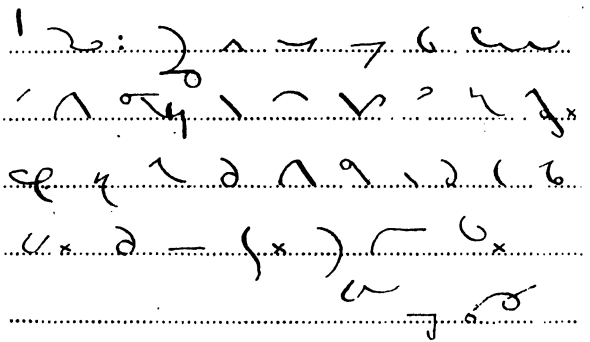
Yours truly, Jim Coranzo.

Dear Carrie.

I gave the type to Mr. Baker to-give to-you. Thank-you so-much for-the use of-it. I-shall come in and see you in-a-day-or-two. Yours sincerely, Ella Baker.

Dear-Mr. Pugh:

If-you-should see Hewett at-the depot will-you ask him to-give me leave to fish in-his lake. I-wish to-catch-a minnow or two and some hake. I-thank-you in advance for doing-this for-me. Sincerely yours, Hugh Lane.



Compare with Key

LESSON 11—THE INDICATION OF "R"

When the frequently occurring letter R follows the first consonant in a word, it may be indicated by writing the consonant above the line; thus,

pray ..... draw ..... more ..... fear .....

proper ..... brake ..... Friday .....

Review of prefixes.

compare ..... contrary ..... portion ..... extra ..... extortion ..... unscrew ..... unskilful ..... powerful .....

Note that a prefix does not take the addition of R when written in position; the R is added to the first consonant, as in the above examples.

WORDSIGNS AND CONTRACTIONS

forward-ed ..... being ..... number, near .....

large ..... open ..... very .....

church ..... during ..... try, truth .....

PHRASING

ARE is represented by the wordsign ..... (r); and it is found convenient to employ the R position rule for the expression of ARE in phrasing; thus,

they are ..... in your ..... if you are .....

at your ..... you are ..... as it is .....

we are ..... by your .....

CORRESPONDENCE EXERCISES

Dear-Mr. Barker:

I hope the brake was all-right. The tire you forwarded is of no use for our car as-it-is too large. I return it.

Yours-truly, George Barker.

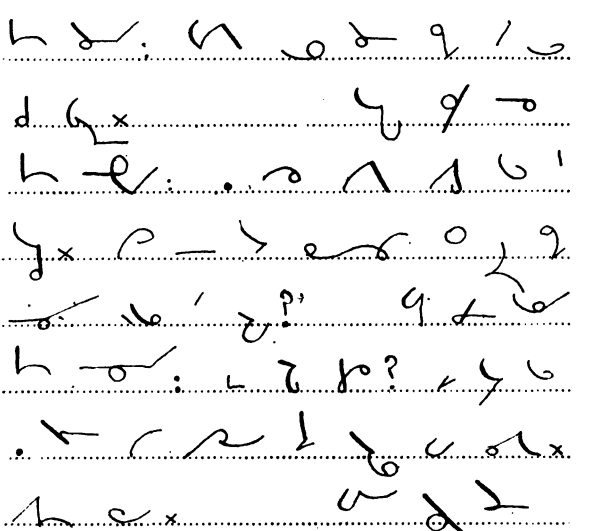
Dear-Miss Brooke:

The proper way to-do-the thing is to try to pry open-the top of-the drawer. There you-have it. If-you-are this way any-time during-the week, will-you look in and see me? I-have-much to talk over with-you.

Yours-truly, Charlie Morpeth.

Dear-Mr. Bridge:

Mr. Burke and Miss Brook will marry this-week. The marriage will-be at-the church at-the corner of-the avenue near the pier. Can-you be there? Yours-sincerely, Jack Morley.



Compare with Key.

LESSON 12—THE INDICATION OF "L"

When the letter L follows the first consonant in a word, it may be indicated by writing the consonant through the line, or under the line, if the letter is H or a horizontal character (K, G, M, N, Ng): thus,

play black hill clock bill fell

Wherever R or L begins a separate syllable, as in the words **below, berry,** then the strokes L and R must be used, as in

below berry perry daily villa

Review of prefixes and suffixes.

compel complication expel counterfoil

retail pliable instill installation trouble

influenza

WORDSIGNS AND CONTRACTIONS

shall call only

people full-y religion-ous

belief, believe-d value-d whole-ly, holy

PHRASES

WILL is represented by the wordsign (L), and it may therefore be expressed in phrasing by writing the preceding word, if it contains but one

stroke consonant, in position; thus,

it will ..... we will ..... he will .....

they will ..... you will ..... this morning .....

answering yours..... at the time.....

CORRESPONDENCE EXERCISES

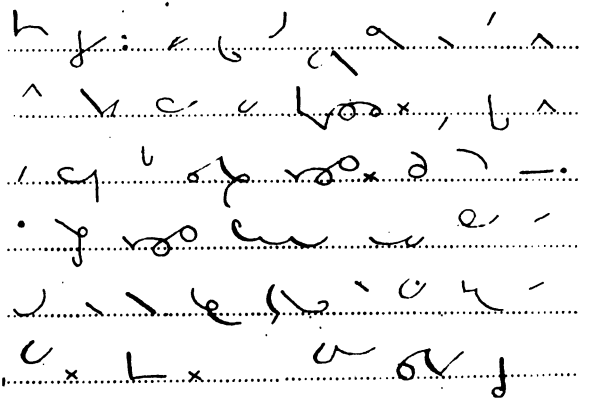
Dear-Mr. Bell:

The ball player you-mention is Croaker. He-is-a fine fellow; nothing vulgar there. He-is-the man of-the eagle eye. Shall-you be at-the mill this evening? I-think George Nailor should win. Yours truly, Tom Blake.

Dear Bill:

The globe you-gave me was broken this-morning by Clara. Tell-me if I-can buy one like it. The fish were thrown into-the boile and I fear the shock will kill them.

Yours truly, Earl.



Compare with Key.

LESSON 13—THE HALVING PRINCIPLE

By making any consonant, except H, half length, T or D is added; thus,

pat pot peat pit putt net let

bid part pert build killed glad

appalled pity body party

Prefixes and suffixes reviewed.

command refined controvert invite

deport portable compatible

The suffix -Ment is expressed by Mt or Nt; thus,

commandment payment endowment

WORDSIGNS AND CONTRACTIONS

put, point-ed	find, found	occur
into	that, without	occurred
not	appoint-ed	particular
suggest-ed	called, difficulty	about
great	kind	meet-ing
good	kindly	might
building	very	used
account-ed	had	tried
accountant	happy	toward

amount-ed ... regret ... short ...

would ... regretted ... thought ...

what ... cannot ... immediately ...

PHRASES

IT is expressed by the wordsign T. The halving principle may be used for the indication of IT by making the last consonant in the preceding word half length; as in

at it ... if it ... make it ...

have it ... were it ... for it ...

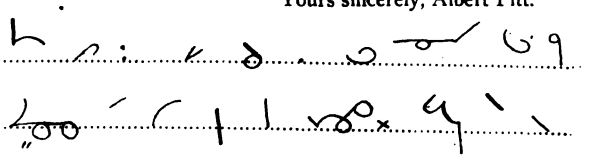
as soon as ... at your ... at all ...

CORRESPONDENCE EXERCISES

Dear Teddy:

Are-you particular about-the payment of-the account this-week? I-find-that I-cannot very well pay it now. I-can meet the note due tomorrow all-right. As-soon-as the building is put up I-can let you-have-the amount without fail. I-have applied to-the Education Committee to appoint me immediately to-the vacant appointment of accountant. It-has occurred to-me that you might be able to help me, as I heard that your aunt is-a member of-the committee. Kindly let me hear from-you.

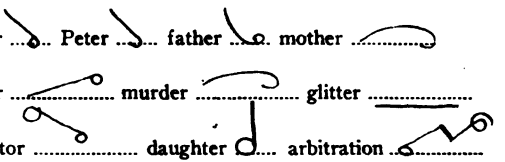
Yours sincerely, Albert Pitt.



Compare with Key.

LESSON 14—THE DOUBLING PRINCIPLE

By making any consonant, except H, double length, the syllables TER, DER, THER may be added; thus,

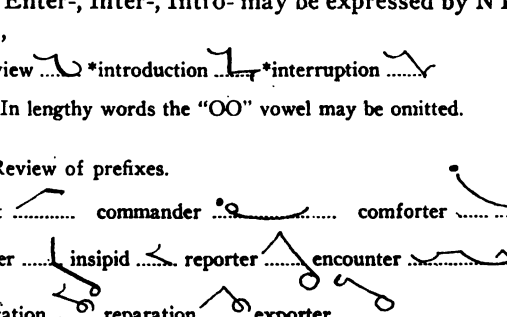


Prefixes and suffixes.

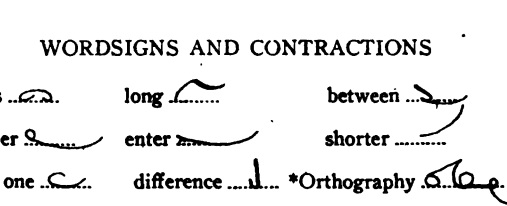
Enter-, Inter-, Intro- may be expressed by NT: thus,

***In lengthy words the "OO" vowel may be omitted.**

Review of prefixes.



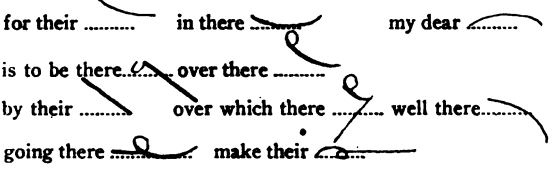
WORDSIGNS AND CONTRACTIONS



***The R in "graph" and "graphy" may be safely omitted.**

PHRASES

THERE, THEIR, expressed by.... (ther), may be indicated by lengthening the last consonant in the preceding word; thus,



CORRESPONDENCE EXERCISES

My dear brother:

The letter came all-right. Peterton brought it. Are-you sure that mother is going to Peterboro? Are-you going-there, too? We-are all happy to know that the theater is doing so well-there. Mr. Waterton is-to-be-there this-week. He-is-a fine actor, as-you-know. Shall-you come-home by motor?

Yours-affectionately, Sallie.

My dear Peter:

I regret to say that neither Arthur nor Mr. Proctor can-come this-week-end, so ask mother not to prepare dinner as she intended to-do. I saw the new actor at-the theater. He-is good. He played the murder part well. Charley has-a new porter named Carter. Yours-truly, Richard.

Rule—Do not use the doubling principle when a vowel follows R. Use the stroke R in flattery, victory, etc.

Dear-Mr. Flattery:

The notary gained-a great victory on Friday. He won-the battery over-which-there has-been so-much trouble. I-noted, though, that he-is-not good at orthography and could-not tell-the difference between pottery and poetry. The rotary engine is working well. Yours truly, Alfred Brody.

Compare with Key.

LESSON 15—THE INDICATION OF "S"

The letter S so frequently occurs that it is found necessary to provide an easier means of expressing it than by the consonantal form .....

To express S the vowel is written on the wrong side of the consonant. Up to the present the vowels have been written on the left-hand side of P, and the corresponding side of other straight letters; that is to say, with a motion of the hand similar to that of the hands of a clock. So, by writing the vowel on the other side of the consonant, the reverse direction (see arrow), S may be clearly indicated; thus,

sap ..... soap ..... sip ..... soup ..... pass ..... pose .....

peace ..... puss ..... dress ..... grass ..... egress .....

across ..... class ..... close .....

Prefixes and suffixes.

Magni-, Magna- are expressed by M, disjointed; thus,

magnify ..... magnitude ..... magnanimity .....

Dis- and De-s by DES, as in

dispose ..... discuss ..... dispel ..... desirous .....

Review of prefixes.

compose ..... composition ..... interpose ..... induce .....

repose ..... despair ..... basement ..... unscrews .....

WORDSIGNS AND CONTRACTIONS

told	Saturday	satisfaction .....
possible	world	welcome .....
great	satisfy	within .....
that	yourself	

PHRASES

it is	in a few days	and is .....
dear sir	he is	and as .....
it is not		

CORRESPONDENCE EXERCISES

Dear-Mr. Seaton:

I suppose you-will cross the channel on your way to Paris. I hope to-be able to pass your office within-a few days and will call on you. I-gave-the rose to-the secretary of-the hospital. I propose to hold the new class on Tuesdays. Is-this possible? Yours truly, Martin Soper.

Dear-sir:

The sack of potatoes will-be delivered on Saturday. Will-this-be satisfactory? The sago and-the pears I-have-had to order. Yours truly, John Sage.

Dear-sir:

Mr. Pearce will address-the Press Club on Saturday evening and it-will please us very-much to see you present. You-will-be-a welcome visitor. A new proposition is-to-be set forth that will I feel sure secure-the support of all. Come if-you-can. You-will certainly enjoy yourself.

Yours-truly, George Sier.

Compare with Key.

LESSON 16— "S" ADDED TO CURVES

To express S the vowels are written outside of curved consonants; thus,

fuss *foes fees *face shoes *shows

muse *moss news *nose **loose

loss **yes

*Form the circle with exactly the same motion as the hook in the preceding outline (see arrow)

**It is easier in these words to write the vowel inside the curve.

Review of prefixes and suffixes.

confess confuse passing causing

casings possession proposition expose

disposition enclose interposition

feasible unscrupulous

WORDSIGNS AND CONTRACTIONS

accord-ed gentleman advantage

according to only forward-ed

advantageous business advantages

received gentlemen

PHRASES

at all it is not so choosing the

-Ing-the is expressed by a disjointed tick as in causing the encasing the receiving the

-S may be expressed by thickening the THE tick; thus,

convince the thinks the gives the .

CORRESPONDENCE EXERCISES

Dear-sir:

Please forward-the moss according (to) order. You-gave me your promise that it-would-be delivered two days ago. If-you-cannot deliver it now I-shall-have to refuse to-receive it.

Yours truly, Robert Morse.

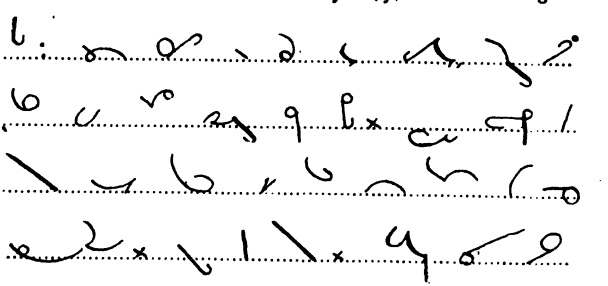
Dear-sir:

The letter which I enclose will amuse you, I feel sure. The news is very amusing. I-don't think it-is worth making-a fuss about, though, so will allow it to pass without notice.

Yours truly, Thomas Saxon.

Gentlemen:

I fear that-the thing you propose would add to-the- confusion and-not help at-all. The plan suggested by Mr. Penrose is not at-all feasible. Yours very truly, Amos Roseberg.



Compare with Key.

LESSON 17—EXPRESSING "S" WITHOUT A VOWEL

When there is no vowel, S being sounded with the consonant, it is expressed as follows:

a. Before P, T, and K by the SE hook; thus.

sky space score scale

school

b. Before the letters M and N, the E ond OO vowel hooks are used with perfect safety to express S, or Se or Soo; thus.

Smith snow sneer snail similarity

sinner soon sum sung sunk

c. Finally, by a semi-circle; thus,

box (ks equals X) sex ounce

aims sums

Review of the prefixes and suffixes.

conspicuous consecration rescue

resume intercept interstate skilful

spiteful

WORDSIGNS AND CONTRACTIONS

several	because	hand
handsome	little	Messrs.
went	convenient-ce	hands

PHRASES

as it is ..... as well as ..... which made me .....

as far as ..... sometime ago ..... soon after .....

CORRESPONDENCE EXERCISES

Dear-Mr. Spicer:

I-shall stay here till-the closing of-the school, but will see you within six days. The new skiff has-been delivered by-the master of-the schooner, and I-am sure that you-will like it. It-is-a smart craft. Yours truly, Spencer Summers.

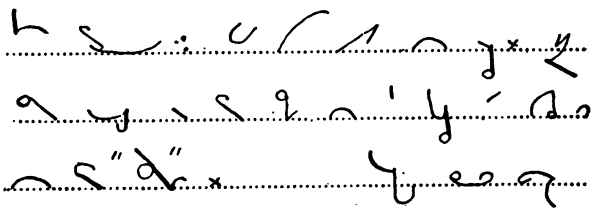
Dear-Mr. Smith:

I went to-the central depot for-the snuff you ordered, but found they did-not seem to-keep it. I suppose they don't like-the smell, the thought of-which made me smile, because a little snuff could-not make much difference in-the odor of-the place, filled as-it-is with-the smell of cigarettes.

Yours truly, George Snitchie.

Dear-Mr. Summers:

Some-time-ago you sent me a summary of Mr. Ransom's book on "Summer walks." I returned it and-then soon-after you sent me several handsome volumes, all of-which I-have read and-now wish to replace on your bookshelves as-soon-as I hear that it-will-be convenient for-me to call. May I hope to hear from-you soon. Yours truly, Sarah Jones.



Compare with Key.

LESSON 18—DIPHTHONGS SHADED FOR "S"

The angular diphthongs are shaded on the downstroke for S; thus,

pies boys cows brouse towels

prize wise

Prefixes and suffixes.

-self is expressed by a semi-circle disjointed: thus,

man's self self-same self-control

Prefixes and suffixes reviewed.

comprize enterprise counterpoise enjoys

revise recognizing devising

excise physician

WORDSIGNS AND CONTRACTIONS

once selfish oblige

society selfishness obligation

PHRASES

there is for its sincerely yours

if you are not this is at once

CORRESPONDENCE EXERCISES.

Dear-Mr. Brice:

Please send me two pounds of rice at once, and oblige.

Yours-truly,

Dear-Mr. Spencer:

I would certainly advise you to follow the advice of-the physician. There seems to-me to be no reason why you should resign your position at-the school because of your illness. If-your mother applies for-it, you-will-be given a two months' vacation. Yours-sincerely, Jane Price.

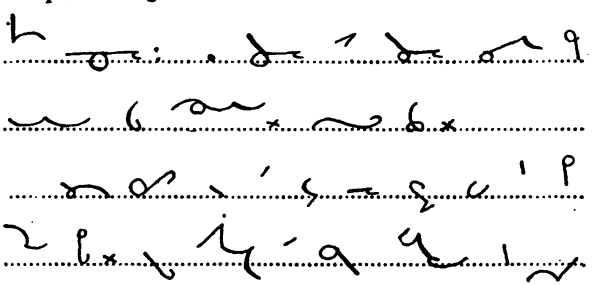
Dear Doctor Bryce:

You-will-be glad to hear that Mr. and Miss Price have won-the thousand-dollar prize of-the Society of Arts. If Mr. Price complies with-the desire of-the committee, and allows them to publish his prize paper, they-will double-the prize. Besides, they-will allow him to preside at-the first meeting of-the prize winners. I-think-this-is fine. No more now.

Sincerely-yours, Arthur Powers.

Dear-Mr. Black:

Answering yours, the real trouble is this: Mary and Roberto have-had-the influenza. They were very ill at-the-time of-the game and so were unable to-go. I hope this explanation will prove all-right. Yours sincerely, Clara Bull.



Compare with Key

LESSON 19—"SL"

The combination SL may be expressed by writing L in the wrong direction. It is usually written upward (with a few exceptions), as in

below daily chilly villa willy mellow

Now, by writing the L downward, S may be clearly indicated; thus,

epistle drizzle chisel vessel missile thistle

Exceptions. One of the first rules of high speed in shorthand is **sharp angles.** Therefore L is written downward after N, as in

Nellie Townley finely

Now, by writing the L upward after N, S is clearly expressed, as in

nestle Winslow nasal

After F, V and TH with a CIRCLE VOWEL, L is always written downward in accordance with another latent rule of high speed, CONTINUOUS MOTION in the same direction, as in

valley folly volley thoroughly

So, by writing L upward after F, V or TH with a circle vowel, S is expressed, as in

vassal facile facility facilitate

WORDSIGNS AND CONTRACTIONS

objection ..... object-ed ..... double .....

PHRASES

in regard to the ..... he said .....

CORRESPONDENCE EXERCISES

Dear-Mr. Winslow:

Are-you going to Newcastle tomorrow? If so will-you please take-a chisel to-the tool makers to-have-it sharpened? Thanking-you, I-am, Yours-very-truly, Tom Russell.

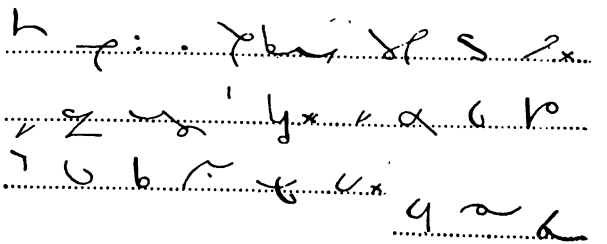
Dear-Miss Purcel:

The nozzle of-the pipe is too large and I-am puzzled to know how to use it. After-the perusal of-this will-you communicate with-me with all facility, and-then I-will-do all I-can to facilitate the job. Yours-truly, John Bell.

Dear-Mr. Bissell:

The parcel containing-the parasol made by Mr. Jessel, of Newcastle, came today. I-had such-a tussle with-the messenger in-regard-to-the price. He-said that as-you had enclosed an epistle, double rate should-be charged. I objected to-this and-in-the end he-gave way. I-paid the half rate.

Yours-truly, Albert Castle.



Compare with Key.

LESSON 20—"S-S"

S-S, in such words as **system** and **abscess**, may be expressed by the special sign or , whichever makes the better angle; thus,

system sister abscess recess access

The plural of nouns and the third person singular of verbs ending with S, is formed by adding a small circle; thus,

pieces passes tosses roses curses

rises abscesses actions conditions

But whenever the semi-circle for S is used in the singular, then the plural is formed by using the SS sign; thus,

niece nieces ounce ounces

office offices ; also Epps Epps's

Prefixes and suffixes.

-ward is expressed by WD; thus,

Edward reward-ed inward

Sur- by or as in

surpass surmount survey surveyor

WORDSIGNS AND CONTRACTIONS

once find, found through

PHRASES

yours very sincerely sincerely-yours

as you desired yours very truly

come home

CORRESPONDENCE EXERCISES

Dear-Miss Bell:

I-paid the excess charge made by-the doctor. He says that-the abscess will-not trouble you long if-you-are careful. As-you said I would, I-found-the missing book in-the recess. I-gained access to-the house through-the kitchen window without any trouble. This season promises to be very good for business, so my sister says. Yours truly, Sallie Epps.

Dear-Sir:

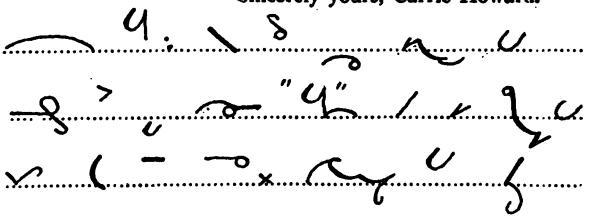
The passes arrived this-morning, and I at-once sent-an order for-a bunch of-roses as-you-desired. If Mr. Jones choses to buy crocuses it-will-make no-difference to-me.

Yours truly, Edward Winslow.

Dear-Mrs. Smith:

My nieces will come-home on Friday and they-will be glad to see you here to-tea. As-you said it would, I-found-that-the tea weighs four ounces. Our club has taken some fine new offices down town. Come in and look them over.

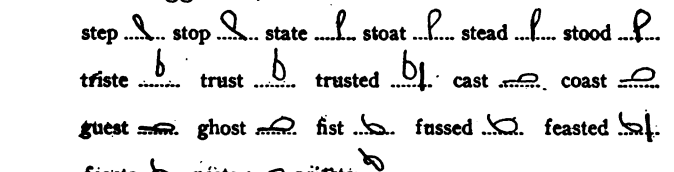
Sincerely yours, Carrie Howard.



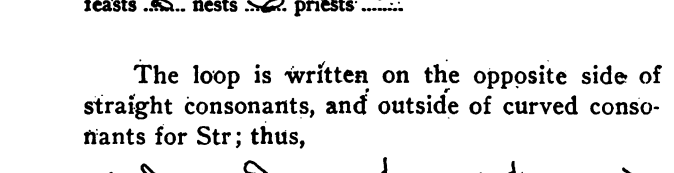
Compare with Key.

LESSON 21—"ST" and "STR" LOOPS

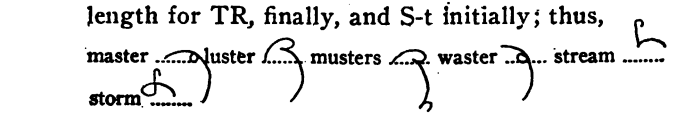
St is expressed by a loop half the length of the consonant to which it is written. It is made thick or thin to indicate the vowel; thin to indicate the small circle and small hook (A and E), and thick to correspond with the thickness of the large circle and hook (O and OO), these several vowels being thus suggested, as in


step stop state stoat stead stood
triste trust trusted cast coast
guest ghost fist fussed feasted
feasts nests priests

The loop is written on the opposite side of straight consonants, and outside of curved consonants for Str; thus,


strip strop taster toaster pastor
poster restore roaster east easter
astray esteemed strive strainer posters clusters

Exceptions. The STR loop is not used before or after M, L or W. Use the stroke S made double length for TR, finally, and S-t initially; thus,



Review of prefixes.

constipation stipulation construction pestering expressed increased reposed incensed depressed depositor interposed decomposed discomposed magnificent masterful

WORDSIGNS AND CONTRACTIONS

was always could

shorter great he, him

PHRASES

this is you will be yours faithfully

with which if it is

CORRESPONDENCE EXERCISES

Dear-Mr. Story:

The strike storm is over. The men struck for-an increase of wages and shorter hours. I-am glad that there-was-no strife, but that-is only because Mr. Leicester is made of-the right stuff. As-a master the men know he-is-to-be trusted to-do-the right thing always. We shall-now be-able to finish your esteemed order.

Yours truly, Stephen Stone.

Dear-sir:

I-am asked to inform you that-the priest who designed the poster has gone to Manchester with Mr. Nestor.

Yours truly, Stanley Story.

Compare with Key.

LESSON 22—THE DOUBLE CONSONANTS

Tw dw kw gw mb mp sw wh lr

Copy these double consonants fifty times.

The double letters are subject to the same rules of contraction as the single consonants: the rules of abbreviation for R, L, T, D, TER, S, St, Str, are all applicable to the double letters, except Lr, with the following modifications and additions:

a. The W hook in Tw, Dw, Kw, Gw is omitted medially. Write

inquest request bequest inquired

require anguish disquisition

requisition indwelling distinguish

b. The W hook is shaded for S in

square squall squat but, sequence

consequence sequel

c. Mp, Mb and Ng, when made double length, take for the most part the addition of R only; as in

temper damper encumber

longer finger but, embitter

d. Lr is to be used only when L cannot be indicated by position; as in

poplar tickler buckler bookseller

circular

But retain the primitive form in

pole polar dollar tailor fail

failure mill miller

WORDSIGNS AND CONTRACTIONS

twelve twenty quite quality qualify-

ied qualification question-ed impossible

importance improve-d-ment improvements

when what where while whilst

CORRESPONDENCE EXERCISES

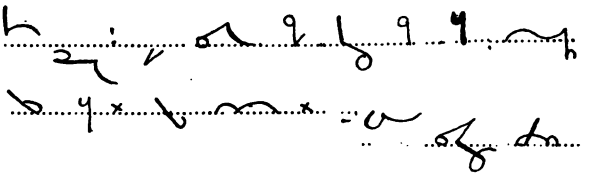
Dear-Mr. Taylor:

Please call at twelve o'clock and-view-the dwelling about-which Mrs. Taylor enquired today. I-have requested the book-seller who-is-the owner of-the property to relinquish his claim on-the fixtures and also to throw in-the timber yard; further, to-add-a few necessary additional fixtures. I feel pretty certain that he-will yield to our demands without much qualification. When-you call I-will tell-you something more about-the house. Yours-very-truly, William Wheeler.

Dear-Mr. Guest:

I-have tasted the tea as-you requested me to-do, and-find-that-it tastes all-right. Yours truly,

Arthur Preston.



Compare with Key.

LESSON 23—OMISSION OF LETTERS

To secure the easy formation of outlines it will sometimes be found convenient to omit letters that interfere with facility.

We have already seen the advantage of omitting the short vowels E and I, without in any way affecting legibility.

The vowel OO is also frequently omitted without danger of mis-reading, more particularly before K.

Again, as may have been already observed, when two vowels concur, and both cannot be clearly expressed, one is omitted, the choice being given to a circle vowel if the other is a hook.

The consonants H, W and Y may also be omitted medially without danger of illegibility; but if any letter that may be abbreviated or indicated should follow (R, L, T, D, S, St, Str, or E), then these letters and syllables must be written out in full, as in

behest not behave behead (not)

between maidenhood William

farewell , but write out Blackwell

inkwell

It is better to insert H in negatives, as,

unhurt unheard unheeded

WORDSIGNS WITH INITIAL "H" OMITTED

happy happen-ed had have home

"W" OMITTED

was went wont want

Dear Rehoboam,

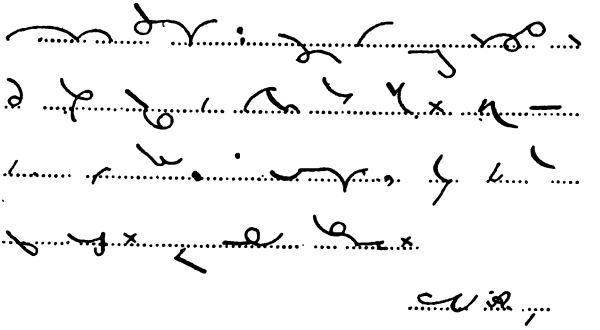
William has-come into-his inheritance which includes the Cricklewood farmyard and-the dockyard, the combined income from-which will give him a good livelihood.

You-can-come here to rehearse the play on Mahomet, unless you prefer to-go to Blackwall. You-will-have to pay as they-will admit no deadheads to-the rehearsal. The play is-not at-all unwholesome as some critics have called it.

Tom is having-an uphill struggle and mayhap yet may-reach-the poorhouse. All the advice that we gave him was unheeded and-this-is the result. Perhaps you-can suggest some way in-which we-might be able to help him.

Write to-me soon again.

Yours- sincerely, Joe Underhill.



Compare with Key.

LESSON 24—PREFIXES AND POSITION

The prefixes are divided into two classes, arbitrary and non-arbitrary. The arbitrary prefixes are all contracted; the non-arbitrary are written in full. The arbitrary prefixes are *com-, counter-, contra-, ex-, sur-, inter-, magni-, ins-, non- and self-*. The non-arbitrary prefixes are *de-, dis-, des-, re-, in-, en-, un-, mis- and ad-*.

The non-arbitrary prefixes occupy the position above, through or under the line to indicate R or L, *the indicated* R *or* L *being added to the first consonant following:*

EX 1. Write the prefixes on the line in
depose, dispose, renew, indeed, misgive, advise.

EX 2. Write the prefixes above the line in
despair, degrade, distort, regard, regret, reproach, retrench, incur, increase, injure, entreat, untrue, miscreant, adverb, admire.

EX 3. Write the prefixes through the line in
deplore, dispell, distill, declare, include, incull, advalorum.

The arbitrary prefixes never occupy position. Ignore the prefix in the following exercises, the position being occupied by the first consonant:

EX 1. Write the first consonant on the line in
contain, counteract, inside, surpass, incite, insipid, sustain, magnify, interview, entertain, intercede, excite, exceed, expose, self-made, non-content.

EX 2. Write the first consonant above the line in
express, excursion, concrete, controvert, surveyor, instruct, inspire, interfere, interpret, self-interest.

EX. 3. Write the first consonant through or under the line in
explain, complain, surplus, internal, encyclopedia, instill.

Compare with key.

EXAMINATION EXERCISE
For Theory Certificate

Students who desire to test their progress, or to receive Credit Certificate, should write in shorthand the following test paper and send to "Examination Department, McEwan Shorthand Corporation, 72 West Adams Street, Chicago."

Write on one side of the paper only, and on EVERY OTHER LINE. Enclose fee of fifty cents in stamps, Thrift Stamps preferred, but ordinary stamps will be accepted. In the following exercise, every rule in the system, including all prefixes and suffixes, is introduced. It will therefore prove a very thorough examination of the student's knowledge of the principles.

EXAMINATION PAPER

Dear Mr. Newcastle:

Many thanks for your letter enclosing card from Lieutenant Smith, formerly a non-commissioned officer.

I fear the delay caused by your illness will cause the company either to countermand the order or to introduce some new conditions that will considerably reduce your income. Personally I do desire to retain your services as your long experience and undoubted skill as a physician and surgeon are beyond dispute.

I enclose check for $100 in payment of your services at the inquest.

I suppose you have heard that the Presbyterian pastor threatened to resign. I am hopeful that self-interest will cause him to change his mind. He is such a magnificent preacher that we must do all in our power to retain him. We must not lose him.

Mrs. Taylor and her twin sister have opened an ice cream parlor next door to the Swiss Bakery of Miss Kemp. They will reside in the adjoining dwelling.

When you come back from the Quaker City please call on me, as I wish to ask you some questions about a man named William Quelph who has fallen very much behind with his rent. Yours sincerely,

INTRODUCTION TO HIGH SPEED PRACTICE

The theory of McEwan's Easy Shorthand has now been completely covered. The next step is to acquire such speed as may be necessary to use the system in business as a correspondent. In the following pages will be found lists of wordsigns, contractions and phrases that should be copied repeatedly until they become thoroughly familiar.

You should then obtain "The Handy Dictionary," the study of which will occupy but a few hours.

Having followed the above instructions, you will be ready for speed practice—writing from dictation. As aids to "getting up speed" there have been prepared two books, (1) The Test and Exercise Book, and (2), The Business Letter Dictation Book.

Be sure to follow instructions as to practice. All advice given is based on many years of study and experience, and is designed to save time. Any departure from the plans suggested, by introducing some other plan of your own, will only lead to loss of time, if it does not actually result in failure.

Students who cannot obtain dictation at home should communicate with the author of this book, who will be able to recommend some school, or a McEwan Shorthand Association. Associations are being formed in every large commercial center.

Practice! PRACTICE! PRACTICE!

SUPPLEMENTARY LIST OF WORDSIGNS

Above
advertisement
apply
applied
application
cannot
Christian-ity
church
circumstance-d
circumstances
convenient-ce
educate-d
education
effect-ed
England
English
exercise-d
excel-ed-ent-ence
experience-d
first
hand
happy
hear
high
himself
how, out
however
eye
interest-ed-ing
little
mind, meeting
mistaken
off
opinion
out
ourselves
particulars
parts
people-d
pleasure
point-ed
principal-le
put
quality
remember-ed
religious-ion
safe
selfish-ness
themselves
these
this
tried
usual-ly
word
yesterday
yourselves

CONTRACTIONS

In every business there is a large number of words so frequently occurring as to need abbreviation. In contracting such words the practice of rapid longhand writers should be followed. Just as much of the word should be written as will clearly suggest it. BENEV- will be found sufficient to represent the words *benevolent* and *benevolence;* then DIG- for *dignity;*

AKNO- for *acknowledge-d-ment;* and so on.

Be careful to avoid clashing. That is to say, do not employ as a contraction any combination of letters that represents another word with which the contraction might clash in reading. The same form should not represent two nouns, or two verbs, or two adjectives. But the same form may be used to represent both a noun and a verb. A noun and a verb cannot clash. Words derived from the same root may be represented by the same contraction, provided, as is usually the case, they are of different parts of speech, as in the case of *practice and practical.* The same form may be used for both present and past tense of a verb. Note, however, *machine* and *machinery* below

The subject of contractions is fully dealt with in "Step Two" of the Reporter's Course; or, How to Write Three Hundred Words a Minute.

Now study the following contractions.

acknowledge-d-ment
cover-ed
baptist-ize-ism
discover-ed
certificate
uncover-ed
inform-ed
recover-ed
never
practice-ical
represent-ed
benignity-ant
machine
machinery

As a rule, the plural of nouns and the third person singular of verbs, as well as the possessive case, are formed by adding "S" according to the principles explained in this manual.

Do not burden the memory with a large number of useless contractions. Learn just as many as you need in your daily work. Court reporters only need learn many contractions.

Students desiring to obtain the best contractions for the frequently occurring words used by their employers, technical and other terms, may make out a list, writing in their own forms, and send to Mr. McEwan for correction. The charge for this is merely nominal: twenty-five cents for the first fifty words, and ten cents for each additional twenty-five words. Enclose a stamped addressed envelope for reply.

LIST OF MODEL PHRASES

at the
by the
at a
in a
it should be
we may become
you can be
you have much
do you know
if you can be
I am
I may come
he may come
we are
they are
we will
you will
at it
for it
for there
in there
by their
it is
at his
give us

at first
income tax
in spite (of)
in the first place
in the last place
in a few days
over and over
again and again
for the first time
for the last time
from time to time
from month to month
from year to year
from day to day
day by day
day after day
time after time
from house to house
in a position
on the subject of
in respect to
in reference to
in connection with
for a time
for ever and ever

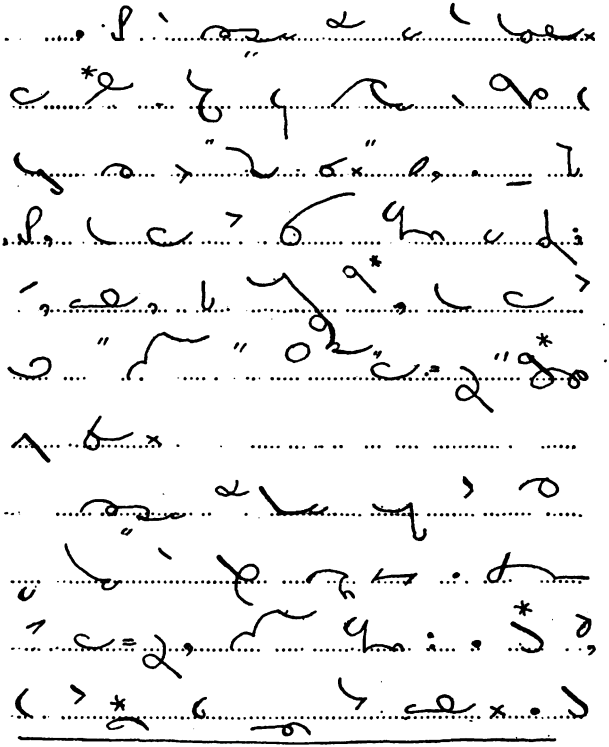
The subject of Phrasing is fully dealt with in "Step Three" in the Court Reporter's Course.

LORD ALBEMARLE'S OPINION

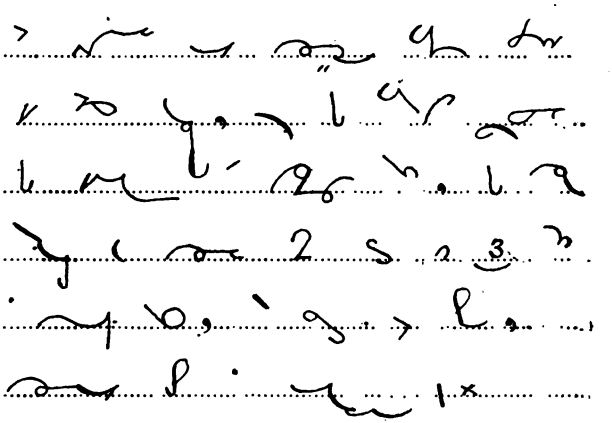
of

McEwan's Easy Shorthand

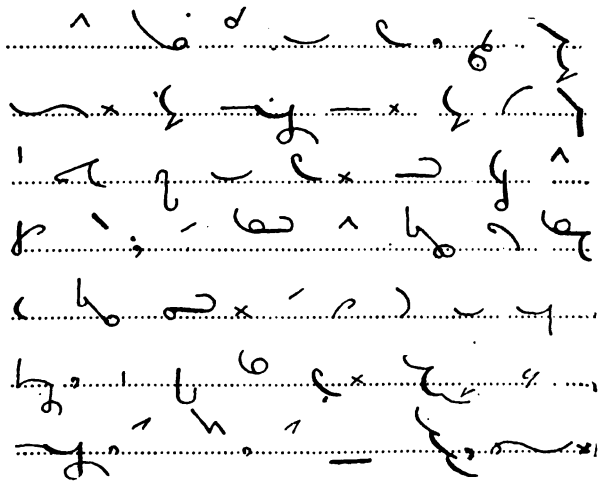
(For Key see page 5)



* Reporting contractions & word-signs

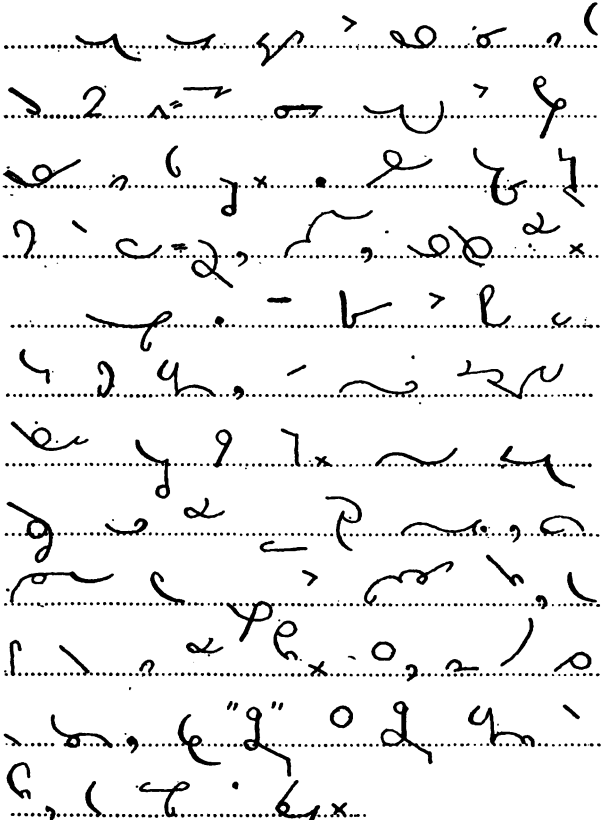


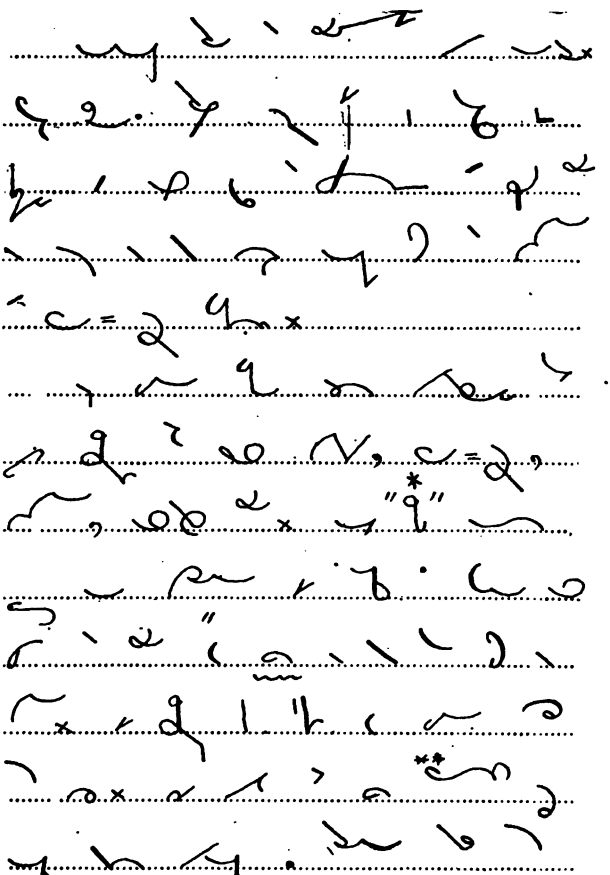
THE LORD'S PRAYER



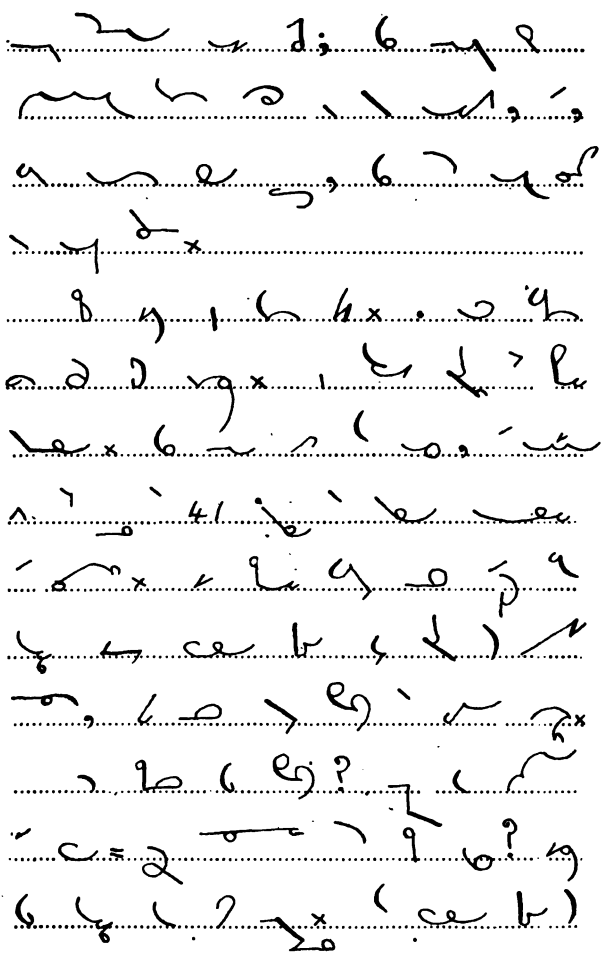
GEOMETRIC VERSUS ONE-SLOPE SHORTHAND

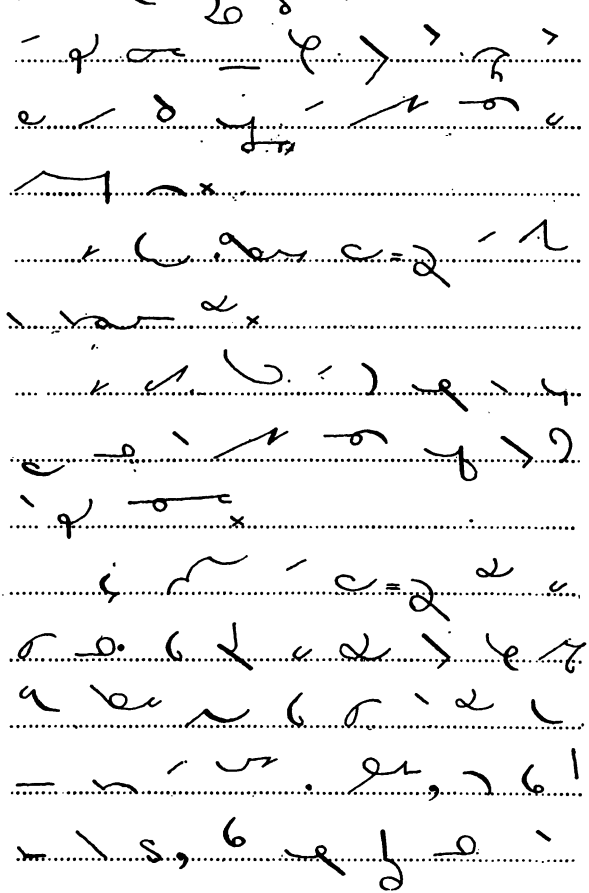
(For Key see page 7)

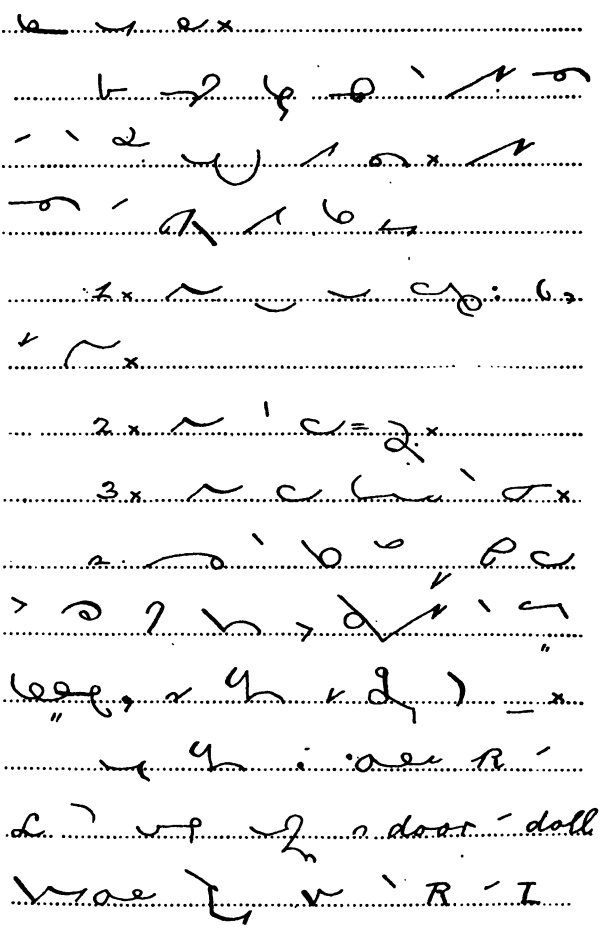


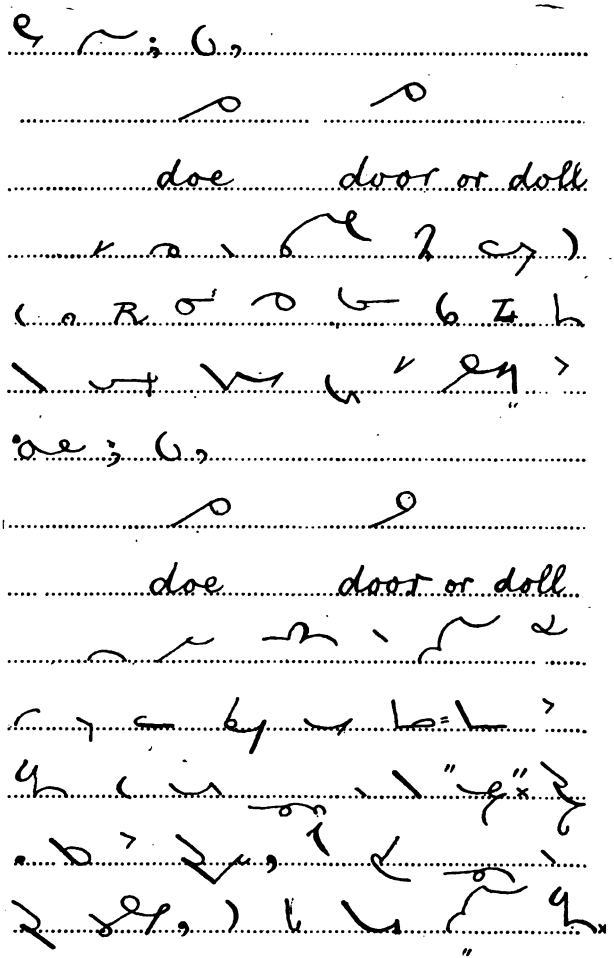


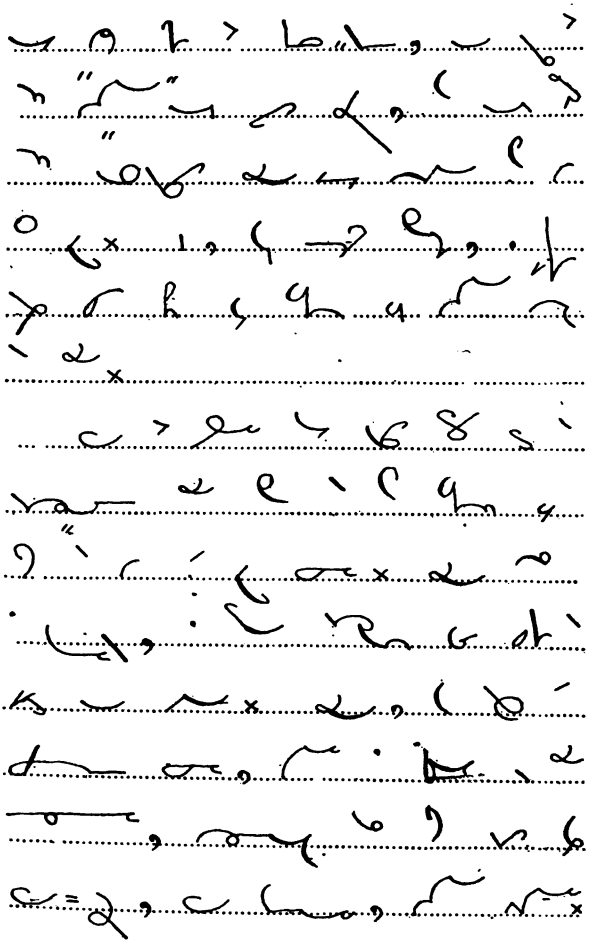
* 1887-8-9. ** The vowel E is inserted to allow "R" to be added to "N."

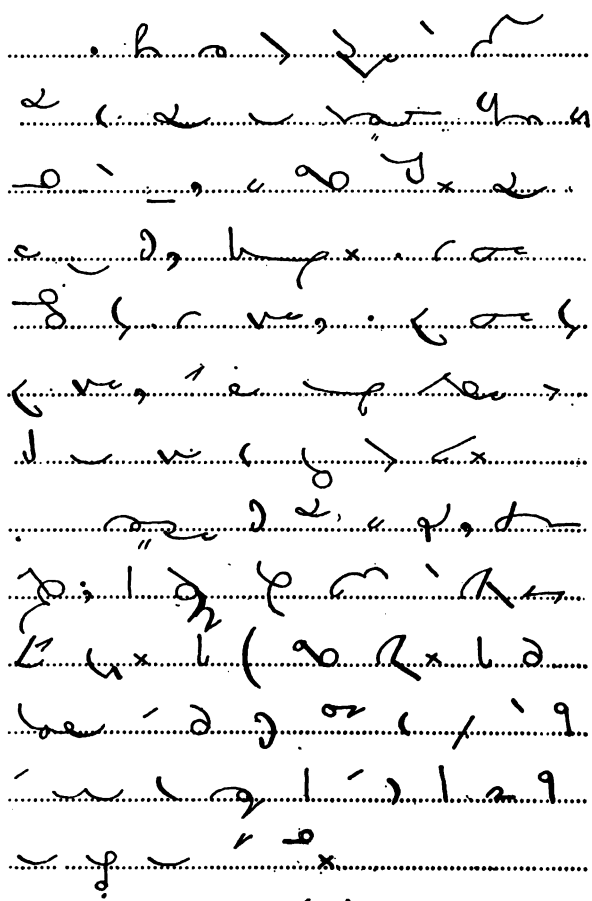







doe door or doll
doe door or doll





Oliver McEwan

AIDS TO GETTING UP SPEED IN McEWAN'S EASY SHORTHAND

NOW READY—

The Hand-Dictionary, containing the 1,500 most frequently occurring words used in commercial correspondence, representing nearly 94 per cent of what is called "Business English." Price .....Fifty Cents

NOW READY—

The Test and Exercise Book, being an introduction to speed practice, and containing many practical exercises, with Key in shorthand. Also full list of reporting wordsigns, alphabetically arranged, lists of contractions and phrases.

The book also contains two long Examination Exercises to be corrected by mail. Price (including correction of exercises by mail).....Two Dollars

Or, without correction of exercises, $1.

NOW READY—

The Business Letter Dictation Book, containing nearly two hundred business letters in ordinary print, with Key in shorthand. Also the principles of Lightning Business Phrases, by the application of which from five to seventeen words may be clearly expressed with from two to four strokes of the pen. Price .....One Dollar

NOW READY—

The Dictionary of McEwan's Easy Shorthand, containing 20,000 OUTLINES. Price $1.50

IN PREPARATION—

Readers in McEwan's Easy Shorthand:

1. "The Lost Princess," being a series of six Fairy Tales specially written by Oliver McEwan. Each story is printed separately.

Price .....Twenty-five Cents

Or, all six tales bound in cloth and gold.....$1.50

(Suitable for presentation)

2. "Sesame and Lilies," by John Ruskin. This

wonderful book should be read by all who aspire to be educated.

In two volumes.

a. "King's Treasuries" $0.50
b. "Queen's Gardens" ..... .50
Or, the two parts bound in cloth and gold..... 1.50

Send orders, with remittances, to McEwan Shorthand Corporation, 72 West Adams Street, Chicago.

McEWAN'S SHORTHAND WEEKLY

OLIVER McEWAN, *Editor*
EVELYN BULLEYN, *Assistant Editor*

On October 18 there will be issued the first number of a weekly magazine, printed wholly in McEwan's Easy Shorthand. It will contain special articles by Oliver McEwan and others on subjects of interest to writers of McEwan's Easy Shorthand. It will answer questions and be open to help students in every possible way.

Contents of No. 1—

Biographical:

The story of Tyro, the slave, who invented the first system of shorthand.

McEwan's Shorthand Association News:

All the news of the Associations that are being formed all over the world.

Review:

New issues of books on McEwan's Easy Shorthand. Special Article:

Principles of Speed in Shorthand:

1. Centrifugal Force.

The first number will be sent free to any address on application. Register NOW. The price of the Magazine will be FIFTY CENTS a volume of 26 numbers (six months). Two volumes a year.

HOW TO BECOME A PRIVATE SECRETARY

By OLIVER McEWAN

The celebrated secretary's course built up by Oliver McEwan as the result of the vast experience gained in training many thousands of secretaries for the world's great men, is presented in the text-book formerly sold at $3, but now offered to all students of McEwan's Easy Shorthand for $2.

The book is divided into six parts, as follows:

1. The characteristics of the secretary.
2. Some social and special duties.
3. Preparing speeches and addresses.
4. Filing and business methods.
5. The private secretary's accountancy.
6. Twenty days in the life of a secretary.

"A UNIVERSITY EDUCATION IN TABLOID FORM"

The "open sesame" to social success is a good knowledge of the English language. This knowledge is assured by the study of "McEwan's Cultural English Course," arranged to suit the needs of all, from the university graduate to the person of neglected education.

The studies are so interesting and effective that the student is conscious of progress with the completion of the first lesson.

A university professor who took this course from Mr. McEwan declared that it was "A university education in the tabloid form." The course formerly sold for $3. It is now offered to students of McEwan's Easy Shorthand for $2.

Address all communications to McEwan Shorthand Corporation, 72 West Adams Street, Chicago.

THE BORROWER WILL BE CHARGED AN OVERDUE FEE IF THIS BOOK IS NOT RETURNED TO THE LIBRARY ON OR BEFORE THE LAST DATE STAMPED BELOW. NON-RECEIPT OF OVERDUE NOTICES DOES NOT EXEMPT THE BORROWER FROM OVERDUE FEES.

WI D CANCELLED
BOOK DUE
FE FEB 16 1982 1982
736542